



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Director Financial Aid
POSITION NO.	502642
LOCATION	Providence Campus
REPORTS TO	Associate Director of Financial Aid Services
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise clerical staff and/or student aides
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Administer all aspects of the Alternative FAFSA processing for undocumented student population. Provide financial aid counseling to a diverse student population of students and parents. Oversee Financial Aid activities at an assigned campus as well as for a caseload of students.

DUTIES AND RESPONSIBILITIES:

- Review and verify financial aid applications to determine the extent of financial need and make awards of financial support within the limits set by established policies, rules and regulations; audit and adjust awards on a continuous basis; revise estimates of need as student and/or parents report changes in their financial circumstances
- Manage a caseload of undocumented students, including outreach. Assist students/parents with Alternative FAFSA application, gathering paperwork, and file completion. Verify file and determine financial aid award.
- Plan, organize and coordinate completion events for undocumented student and their families both on and off-campus.
- Collaborate with various campus departments to improve outcomes related to enrollment, retention, and graduation of undocumented students.
- Provide information and support for other staff members within our department with questions about undocumented students eligibility.
- Serve as a point of contact for guidance counselors at CCRI to assist our undocumented population.
- Provide bilingual services in Spanish to provide current and timely information to undocumented students, their families and allies.
- Conduct personal interviews with students and their parents regarding financial aid.
- Determine student eligibility for the Federal Stafford Loan, Federal Parent plus Loan and Federal Unsubsidized Stafford Loans.
- Determine and process scholarships and grants such as Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Rhode
- Monitor CCRI aid expenditures and aid recipients' reasonable Academic Progress according to Community College Academic Eligibility Policy and Federal Guidelines.
- Write and design Student Financial Aid publications, manuals and forms.
- Participate in the formulation of student aid policies, procedures and operations.
- Attend off-campus workshops and department meetings scheduled on a rotating campus basis.
- Serve as liaison with other College offices such as Enrollment Services, Bursar's Office,
- Controller's Office, and Access to Opportunity.
- Perform outreach duties; conduct Financial Aid workshops at high schools and Community College events.
- Perform other related duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree required, preferably with course work in counseling and business disciplines.
- At least 3 years of experience in financial aid required.
- Experience with on-line computer systems and personal computers required.
- Strong supervisory, organizational and interpersonal skills essential.
- Ability to understand and appreciate cultural diversity.
- Must be able to maintain the strictest confidentiality of information.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.